



Human Resources

DATE POSTED: February 11, 2005

REQ. # 05-045

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position will remain posted for at least five (5) working days from 02-11-05 TO 02-17-05.

DEPARTMENT/DIVISION
PARKS & RECREATION - FORT PIERCE COMMUNITY CENTER
POSITION AVAILABLE
TEMPORARY SUMMER - RECREATION ASSISTANT
OF OPENINGS
13
STARTING SALARY
\$8.53 / hour
COMMENTS
Employees are camp counselors for kids and youth summer camps at Fort Pierce Community Center, Lyngate Play Camp and Maravilla Park Recreation Center. Hours are Monday-Friday, 7:30-5:30 at Ft. Pierce and Maravilla, and 9-4 at Lyngate, excluding 4th of July. In charge of supervising campers and insuring their safety and well-being and all activities conducted for a 9 week period. Employees work from June 6 - August 5 and a training day in May.
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 606Temp

PAY GRADE 06

SALARY - \$8.53 - \$13.19

RECREATION ASSISTANT – PART TIME TEMPORARY

MAJOR FUNCTION: Semi-skilled work in the Recreation Division of the Parks and Recreation Department. Assists with sports and athletic programs, community center programs, children's camps and other recreational events. Also, oversees rental of recreation facilities when leased to the general public. Works under the supervision of a Recreation Supervisor.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Some familiarity with recreational programs, organized sports and athletics activities, preschool and/or child care, adult recreation or education settings. Should have basic computer skills.

Abilities and Skills: Ability to work with children and adults in a recreational or sports setting. Ability to be creative in providing games and activities. Ability to perform minor clerical duties and complete facility use permits and financial reports. Ability to maintain control of participants during special events. Good interpersonal skills with the ability to work with people of all ages. Ability to establish and maintain an effective working relationship with the public as well as fellow employees.

ESSENTIAL JOB FUNCTION: Employee will assist Recreation Supervisors in conducting programs at County community centers or sports facilities. Assist with specific games and activities during children on field trips. Leads children and/or adults in simple recreation activities (games, arts and crafts, sports, etc). Also assists with logistical duties at sporting events. When community centers are rented, employee may serve as houseman while event is in progress. Employee may be assigned to complete paperwork for facility rental, program registrations and financial reports. Work may include night, weekend and holiday assignments.

ESSENTIAL PHYSICAL SKILLS: Use of both arms and legs, good hand/eye coordination. Good physical condition to participate in work activities.

ENVIRONMENTAL CONDITION REQUIREMENTS: Some employees work both indoors and outdoors. Occasional work outside includes the possibility of adverse weather conditions depending on the specific activity.

WORK HAZARDS: Inherent risk of injury while participating in physical activity.

EDUCATION: High School graduate or GED certificate. A comparable amount of experience may be substituted for the minimum qualifications.

EXPERIENCE: Some experience in recreation programs, educational setting, child care, adult care, sports and athletics program is required. A comparable amount of training may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION, OR REGISTRATION: Must have a valid Florida Driver's License and maintain a good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
-------	-------------	--------	--------------